

## Employment Opportunity

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### Secretary I

**\$30,270 - \$36,793 per year plus benefits**

**Application Process:** Applications will be accepted until 4 p.m. on January 26, 2007 or until filled. Applications may be mailed or delivered in person. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

**The Job:** Under direct supervision, the Secretary I provides support to the SANBAG staff by performing routine secretarial typing, clerical, and receptionist duties.

Essential functions are:

- Copies, assembles, and mails agendas and support material to various committees and working groups.
- Prepares correspondence (letters, memos), reports, and other documents from instructions and marginal notes, including confidential materials.
- Receives and routes incoming telephone calls and performs various receptionist duties as required.
- Receives and routes outgoing and incoming mail.
- Answers requests for factual information by consulting various available sources.
- Inserts and extracts materials from subject matter files, reports, and libraries.
- Classifies materials by nature of the subject; develops and maintains filing systems as required.
- Screens reports for completeness and arithmetical accuracy.
- Schedules meetings and luncheons; handles reservations, travel, and conference arrangements.
- Orders office supplies and operates office equipment.
- Performs other related duties as required.

**Travel:** Occasional travel throughout the County and the Southern California region is required. At the time of hire, a valid California driver's license and proof of automobile liability insurance must be produced.

**Minimum Requirements:**

- Ability to perform word processing at a corrected rate of 50 words per minute, to take notes at a rate necessary to produce accurate meeting records, and to transcribe taped dictation notes accurately
- Understanding of procedures for handling confidential material
- Ability to use good judgment, to understand and to follow oral and written directions, and to work independently with little supervision.
- Ability to perform repetitive work requiring close attention to detail.
- Ability to maintain effective working relations with staff members and the public.
- Knowledge of principles and practices of office administration and practices, and maintenance of records.
- Good oral and written communications skills (correct grammar, spelling, and punctuation).
- Ability to use word processing and other office software.

**Education and Experience:** Education equivalent to high school completion, preferably supplemented by business, office, management, or secretarial courses at a business or junior college.

**Experience:** Two years secretarial and word processing experience using personal computers.

**Physical Demands:** Strength, dexterity, and vision required to use keyboards and video display terminals. Ability to reach for items above and below desk level; read long reports; sit for long periods of time; answer and speak on the phone; occasionally lift items weighing up to 25 pounds such as files, boxes, and stacks of paper; and move items from the office to other locations. Manual dexterity required for using office equipment, handling files, and sheets of paper. Ability to drive an automobile.

**Application:** Complete the SANBAG application form.. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant.

**Forward Application to:** San Bernardino Associated Governments

Attn: Deborah Barmack  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92401-1715

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**“An equal opportunity employer.”**